

JOOMLA USER GUIDE (v3)

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Logging into the Administrator Area

- Access your website in the web browser
- Type **administrator** in the browser address bar after the website name, e.g. www.yourwebsitename.co.uk/administrator.
- Enter your username and password
- You should now be logged in.

Articles / Page Content

Modules are the elements around the edges of the page placed in the footer, header, left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

Articles are the bit in the middle of the page. Typically when you create an article you only want the content to be displayed on one page. It may help to actually think of each article as a page

Creating a new article is a 2 step process – (1) creating the article content, then (2) publishing the article by assigning it to a page via one of your website's navigation / menu links.

Creating a New Article

- From the Main Administrator Menu across the top, select **Content > Article Manager**. This will take you to the **Article Manager** page which displays a list of all your different articles.
- Click on the green **New** box from the top left of the screen - this will take you inside the new article, where you can start adding your new page content.

You will need to complete the following fields:

Title:

You must give your Article / Page a Title in the **Title** box, even if you intend the title not to be displayed. A typical title might be 'About Us' or 'Welcome to our website'. The title will be displayed just above the article content on your website page.

Category:

This can normally be left **Uncategorised**.

Article / Page Content

In the main Content Area add your text and other content such as images or links. See the other sections in this document [Inserting an image into an Article or Module](#) and [Inserting / Editing a Link into an Article or Module](#) for more info. Above the main content box where you type your content, there are a number of options buttons for you to style your content. Normally your website has a couple of custom inbuilt 'styles' (usually h2 / h3 & list styles) which you can access from here.

NB Please avoid pasting large blocks of content taken from other sources (such as a website or a Microsoft Word document) as these often contain hidden characters which can affect the way your page will look,

overriding your website's inbuilt styles. If copying large blocks of text, it is recommended that you first paste the content into a plain text document (which will remove the hidden characters), then copy the content from the text document before pasting into the main Content Area.

Status

Once you have finished adding your content, ensure that the **Status** (screen far right) is set to '**Published**. You may now **Save & Close** the document from the top left of the screen and you will be returned to the Article Manger Screen.

Adding a Page / Article Header Image

If your website design uses specific header images on some of the pages, follow these instructions to add an image:

- From the Main Administrator Menu across the top, select **Content > Article Manager**. This will take you to the **Article Manager** page which displays a list of all your different articles.
- Click on the Article Title to enter **Edit Article** mode
- Click on the **Images and Links** tab
- Click on the **Select** tab next to **Full Article Image** and either select an image already uploaded or upload a new image, then click the **Insert** button

Publishing a New Article

After creating a new Article, you now need to add a link – normally to your website's main navigation menu – to the article which you created in [Modules are the elements](#) around the edges of the page placed in the footer, header, left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

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Creating a New Article.

- From the Main Administrator Menu across the top, select **Menus > Main menu**
- You will be taken to the Menu Manager screen which will list all the menu links used in your website for that particular menu
- To add a new link, click on the green **New** box from the top left of the screen - this will take you inside the **New Menu Item** settings.

You will need to complete the following fields:

Menu Item Type

- Click on the **Select** button beside **Menu Item Type** to choose the type of menu link you want to create. This will open up a popup box of all the different types of menu links that can be created. To link to the Article created in [Modules are the elements](#) around the edges of the page placed in the footer, header,

left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

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- Creating a New Article, select **Articles > Single Article**.
- The popup box will close and you will be taken back to the **New Menu Item** settings page. This time **Menu Item Type** will have **Single Article** selected and a new **Select Article** box will have appeared just underneath.
- Click on the **Select** button beside **Select Article** to choose which Article you want the menu item to link to. This will open up a popup box of all the different articles which have been created.
- Click to select the Article you created earlier. The popup box will close and you will be taken back to the **New Menu Item** settings page, this time with the **Select Article box** showing the article you chose.

Menu Title

Give the **Menu Title** a name, which will be displayed on the website’s navigation menu – e.g. ‘Home’, ‘About Us’ or ‘Services’ – nothing too long.

Status

Ensure the menu Item **Status** is set to **Published**

Parent Item

If the new Menu Item link has a ‘**Parent**’ (for example your website navigation menu may have a top-level Services link which – when hovered over or clicked on – displays a list of Services as sub categories, each of which links to its own page) then choose the Menu **Parent Item** from the dropdown, otherwise just leave this value as **Menu Item Root**.

All other Menu Item settings may be left as they are, so you may **Save & Close** the New Menu Item page where you will be returned to the Menu Manager page. Checking your website ‘front end’ you should see that the new menu item has been added.

Editing an Article

- Navigate to the **Article Manager** page as described in [Modules are the elements](#) around the edges of the page placed in the footer, header, left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

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- Creating a New Article.
- Click on the Title of the article that you want to edit.
- Make your changes as described in [Modules are the elements](#) around the edges of the page placed in the footer, header, left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

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- Creating a New Article, then click **Save & Close** from the top of the screen.

Deleting / Unpublishing an Article

Unpublishing an article is preferable to deleting an article completely – it removes the article from the ‘front end’ of your website but allows you to quickly republish it again in the future. Much like creating a new article, unpublishing an article is normally a 2 step process:

Unpublish the Article

- Navigate to the **Article Manager** page as described in [Modules are the elements](#) around the edges of the page placed in the footer, header, left and right columns. Typical modules might be a logo, a search box, an image carousel, contact details or some custom text or image. Normally a module is used on multiple pages (when you create a module you select which pages you want it to appear on). Menus (i.e. the page navigation links) are a type of module.

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- Creating a New Article then...
- Click on green tick under the **Status** column against the article you wish to unpublish - it should change to a red circle, denoting that the article is no longer published.

Remove the Article’s Menu item

Once you have unpublished the article, there will still be a link to it in the website navigation menu. If this link is clicked it will result in a 404 ‘page not found’ error.

- To remove the link, navigate to the appropriate menu, as described in [Adding a Page / Article Header Image](#)

If your website design uses specific header images on some of the pages, follow these instructions to add an image:

- From the Main Administrator Menu across the top, select **Content > Article Manager**. This will take you to the **Article Manager** page which displays a list of all your different articles.
- Click on the Article Title to enter **Edit Article** mode
- Click on the **Images and Links** tab
- Click on the **Select** tab next to **Full Article Image** and either select an image already uploaded or upload a new image, then click the **Insert** button
- Publishing a New Article
- Click on the green tick under the **Status** column against the article you wish to unpublish - it should change to a red circle, denoting that the link has been removed from the menu.

Changing the order of menu Items

From the Menu Manager page, to the left of each menu item you should see 3 little black squares aligned vertically. (If you don't, click on the small blue arrows above the first column to activate the ordering). Hovering over the little black squares, your cursor will change into a small 4-arrow icon. You can drag the order of the menu items with the mouse. The new order is saved automatically.

Home page 'Call to Action' Modules (image + intro text + link)

- From the Main Administrator Menu across the top, select **Extensions > Module Manager**
- Click on the relevant Module title called 'Top CTA home' (1 – 4)
- Editing the content here is the same as editing Article content. See the Sections below on inserting images & links into your articles / modules.

Other page 'Call to Action' Modules (image + link)

- From the Main Administrator Menu across the top, select **Extensions > Module Manager**
- Click on the relevant Module title called 'Top Small CTA' (1 – 4)
- Editing the content here is the same as editing Article content. See the Sections below on inserting images & links into your articles / modules.

Product Page Right Hand Side Module Content

- From the Main Administrator Menu across the top, select **Extensions > Module Manager**
- Click on the relevant Module title called 'Right Hand Side Content...')
- Editing the content here is the same as editing Article content. See the Sections below on inserting images & links into your articles / modules.

Custom Module Content

If you want to add text or images (or both) to the left, right, top or bottom of your site, use a custom module. Unlike articles, the same modules can and often do appear on multiple pages (e.g. the header & footer).

Creating & Publishing a New Custom Module

- From the Main Administrator Menu across the top, select **Extensions > Module Manager**. This takes you to the **Module Manager** page which displays all the modules in use by your website.
- To create a new module, click on the **New** button in the top right of your screen. This will open up the **Select a Module Type** page.
Choose **Custom HTML** - you will be taken to the **Module Custom HTML** page:
- Complete the following fields:

Title

The purpose of the title is twofold. Firstly it allows us to easily identify the module from all the other modules in the Administrative area's **Module Manager** Page (should we want to edit or unpublish it in the future). Secondly we have the option of whether the title is actually displayed on the website e.g. 'Quality Craftmanship'.

Show Title

Decide whether you want to show or hide the module title on the website & set this value accordingly.

Position

The positions which you can choose from are displayed under the **Position** tab next to each module on the previous Module Manager list pages.

Status

Ensure the module is published.

Custom HTML Text Area

The Custom HTML Module's text input area works the same as the Article Content Area – basically a main content box where you add your text and other content such as images or links. See the other sections in this document [Uploading / Deleting Images inside the Media Manager](#). and [Inserting / Editing a Link into an Article or Module](#) for more info. Above the main content box where you type your content, there are a number of options buttons for you to style your content (usually only Header1, Header 2 and Header 3 styles are styled to match your design by default).

NB Please avoid pasting large blocks of content taken from other sources (such as a website or a Microsoft Word document) as these often contain hidden characters which can affect the way your page will look, overriding your website's inbuilt styles. If copying large blocks of text, it is recommended that you first paste the content into a plain text document (which will remove the hidden characters), then copy the content from the text document before pasting into the main Content Area.

Menu Assignment

In the Custom HTML Module's **Menu Assignment** tab, we choose which pages we want the module to be displayed on, be it all pages, no pages, only those selected or all pages *except* those selected

Once you have completed the Menu Assignment fields, **Save & Close** the custom module window.

Editing a Custom Module

- From the Main Administrator Menu across the top, select **Extensions > Module Manager**. This takes you to the **Module Manager** page which displays all the modules in use by your website.
- Click on the Module **Title** on the left to view the module detail, and change the settings / content as required as described in [Creating & Publishing a New Custom Module](#).
- **Save & Close** after your changes.

Changing the order of Custom Modules

From **Module Manager** Page...

- Filter the Module Manager view so it only shows modules assigned to the page position which the modules you want to reorder are assigned to. Do this by selecting your position from **the Select Position** dropdown column header
- If the icons consisting of small white arrows inside blue circles are not visible, click on the Ordering column header and they should appear.
- Click on the small blue circles with the white arrows inside to move the menu items up and down the list. The new order is saved automatically.

Working with Images

Inserting an image into an Article or Module

- In the Article / Module text box, position your cursor where you want to insert the image.
- Click on the Image button underneath the text box – a popup box will appear showing thumbnails of all your images.
- Choose one of the images by clicking on the thumbnail image,
- Or upload your own image by clicking on the **Browse** button > **Start Upload** and then click to select the thumbnail image.
- Set **Align** to **Left**, **Right** or **Not Set**.
- Click on **Insert**.
- **Save & Close** the article / module

Editing an image into an Article or Module

- In the Article / Module text box, click on the image to select it.
- Click on the little Tree icon above the text box
- Other than **Image URL** which you should leave alone, change the image settings to what you want
- Click on **Update**
- **Save & Close** the article / module

Deleting an image into an Article or Module

- In the Article / Module text box, click on the image to select it.
- Press the 'Delete' key on your keyboard
- **Save & Close** the article / module

Uploading / Deleting Images inside the Media Manager.

Previously I described how to insert images directly into an article using the upload button. There is an alternative to upload images as well as remove them:

- From the main Administrative menu, select **Content > Media Manager**. This shows all the images and image folders used on your website
- To upload an image click on the green Upload button in the top left of the screen.
- Then click on the **Browse** button > **Start Upload**.
- If you want to view the images inside a folder or upload new images to a folder just click on the appropriate folder icon on the left and follow the instructions above.
- New folders can be created by clicking on the **Create new Folder** button near the top of the screen.
- Images are deleted by clicking on the 'X' beside the image thumbnail. Be careful that you do not delete an image which is being used on your site.

Working with Links

Inserting / Editing a Link into an Article or Module

- In the front end of your website, go to the page which you want to link to
- Copy the address / URL from the top of your website browser window.
- In the Article / Module text box, select the text or the image which you want to make linkable
- Click on the small chain link item above the text box –the **Insert /Edit Link** popup box should open.
- Enter the link you copies earlier into the **Link URL** field.
- Click on **Update**
- **Save & Close** the article / module

Deleting a Link into an Article or Module

- In the Article / Module text box, select the text or the image which you want to unlink.
- Click on the small broken chain link item above the text box.
- **Save & Close** the article / module